



DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL, CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD - P.O. BOX 269101
SACRAMENTO, CALIFORNIA 95826-9101

5 July 2005

CAAD-G3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Division Invitational Travel Orders for Training

1. Reference

- a. CAL ARNGR 310-6
- b. Joint Travel Regulation (JTR) Chapter 6 and Appendix E
- c. DOD Directive 451S.13-R
- d. Air Transportation Eligibility
- e. AR 310-10, Military Orders
- f. National Guard Bureau (NGB) Pam 95-5, Uses of Army Guard Aircraft.

2. **PURPOSE.** This policy provides procedures in requesting Invitational Travel Orders (ITO) in support of Army Division directed training for non-Government employees. This policy does not encompass ITO requests for Family Support training (activities).

3. **SCOPE.** Invitational Travel is the term applied to travel which may be authorized (under 5 U.S.C. 5703 or DOD 4515.13) for individuals when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD). Travel allowances authorized for such persons are limited to those normally authorized for employees in connection with temporary duty. ITO are issued even when there will be no claim for reimbursement for per diem. i.e. orientation flights.

4. **APPLICABILITY.** Examples of cases when Invitational Travel is authorized are provided below. A complete list is contained in Chapter 6 and Appendix E of the current JTR.

a. Civilians other than spouses and/or family members.

1. An individual is requested to confer, lecture, instruct, actively participate or give a demonstration at an activity connection with a DOD operation or program.

2. Attendance of an individual at an awards ceremony for which he/she is a recipient or presenter. If the recipient or presenter is handicapped, an attendant would also be authorized ITO.

3. Attendance at a pre-employment interview.

4. A witness that is called to testify in administration proceeding or pre-trial investigation whether on behalf of the Government or the opposite party.

CAAD-G3

SUBJECT: Invitational Travel Orders

b. Family Members.

1. Travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependant participates in an official capacity, or the travel is of national interest because of diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses.

2. Transportation and per diem is authorized if the individual travel is mission essential and there is a DoD benefit beyond fulfilling a representational role

5. **RESTRICTIONS.** Invitational Travel at Government expense are not authorized for:

a. Non appropriated fund officials or employees.

b. Contractor employees.

c. Dependents or relatives, of individuals for whom an ITO was issued; unless the traveler is handicapped and requires an attendant. In this case a dependant or relative could be issued an ITO.

d. Federal Government employees or members of the Uniformed Services. These individuals are given regular temporary duty orders. This restriction does not apply to retired personnel, SAD employees without federal recognition, or members of the State Military Reserve.

6. **ALLOWABLE EXPENSES.** The ITO will provide for travel and transportation of an individual from his/her place of business or home of record to the where the services are required and returned to the point of origin. Mode of transportation is at least cost to the Government. Per diem, actual expense, and mileage allowances while traveling and at the place of the services will be IAW the current JTR.

7. **AUTHORITY.** Only the State Orders Authority (Army Division G3) at the Joint Forces Headquarters in Sacramento has the authority to publish ITOs. This authority may not be further delegated without written consent of the Adjutant General.

8. **REQUESTING PROCEDURES.** Requests for approval is submitted by the Brigade Commander to the Army Division Chief of Staff. Brigades may use a request for orders (RFO) format for ITO requests. The RFO must cite the supporting paragraph from the JTR that is applicable to the request. Upon approval, the Army Division G3 will provide ITO crib or sample document to the brigade budget point of contact. All personal information for the traveler is provided on the sample ITO (see attached sample). Once the crib is completed and sent back to CAAD-G3, the request is issued a control number, funds cite provided, and ITO created. CAAD-G3 will issue the ITO to the brigade POC via email (pdf).

CAAD-G3

SUBJECT: Invitational Travel Orders

9. **TRAVEL VOUCHER SUBMISSION.** It is parent units or individual responsibility to submit the DD Form 1351-2 to USPFO for reimbursement of travel expenses.

a. Mail DD Form 1351-2 to USPFO for CA
ATTN: CAJS-US-TV (Travel Voucher)
PO BOX 8104
San Luis Obispo, CA 93403-8104.

b. DD form 1351-2's and Standard Form (SF 1199) are submitted in accordance with USPFO guidance . All forms and instructions to complete forms maybe found at the following website http://www.calguard.ca.gov/uspfo/finance/travel/travel_home.htm or call USPFO Travel at (805) 594-6437.

10. Point of contact for this policy is the Army Division G3 at (916) 854-3360.

FOR THE COMMANDER:

3 Encls
1. Sample (crib) ITO
2. DD Form 1351-2
3. SF Form 1199

//Original Signed\\
GARY S. LANDRITH
COL, GS, CAARNG
Chief of Staff, Army Division

Distribution: A